



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

301 S. Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130



DONAL CAMPBELL  
COMMISSIONER

June 1, 2005

ADMINISTRATIVE REGULATION  
NUMBER 216

OPR: PERSONNEL

## EMPLOYMENT OF INDIVIDUALS WITH FELONY CONVICTIONS Alabama Department of Corrections

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for governing the employment of individuals with felony convictions.

### II. POLICY

It is the policy of the ADOC that individuals convicted of a felony shall not be eligible for employment in a security position; and for all other positions, considered on a case-by-case basis in conjunction with state law and procedures.

### III. DEFINITION(S) AND ACRONYM(S)

- A. Felony: Refers to a conviction resulting in a sentence for more than one year.
- B. Security Position: Refers to a position in a Correctional Officer job classification series including Dog Handlers and Investigative Services Officers.

### IV. RESPONSIBILITIES

It is the responsibility of the Personnel Division Director to remove the names of all job applicants disqualified for employment because of felony convictions from the employment register.

### V. PROCEDURES

- A. Job applicants with a felony conviction shall not be employed in a security position with the Department.
- B. Job applicants who are on felony probation or parole are not eligible for support staff positions.

- C. Job applicants for support staff positions who have a felony conviction shall be referred to the Commissioner or his/her designee for review and consideration on a case-by-case basis.

## **VI. DISPOSITION**

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

## **VII. FORMS**

This regulation does not implement any forms.

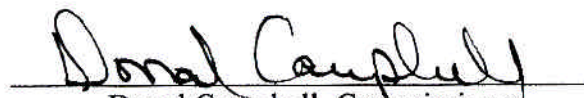
## **VIII. SUPERCEDES**

This Administrative Regulation supercedes Administration Regulation 216 dated September 18, 1996, as amended.

## **IX. PERFORMANCE**

This administrative regulation updates policy and procedures pertaining to the employment of individuals with felony convictions and is based on, but not limited to, the regulations below:

- A. Rules of the Peace Officers' Standards and Training Commission
- B. Rules of the State Personnel Board

  
Donal Campbell, Commissioner